



STATE OF IOWA

CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

DEPARTMENT OF HUMAN SERVICES
EUGENE I. GESSOW, DIRECTOR

INFORMATIONAL LETTER NO. 764

November 4, 2008

TO: Consumer Directed Attendant Care (CDAC) Providers

ISSUED BY: Iowa Medicaid Enterprise (IME)

RE: Required CDAC Documentation Form and Training Second Opportunity

EFFECTIVE: **Immediately**

Informational Letter 760 recently announced the requirement of a new form (470-4389) effective December 1, 2008 to document CDAC services. In addition, it offered several informational training sessions around the state to help providers understand how to use the new form. We were delighted that demand for the training sessions was strong and that they have been well received. Because of this reaction, the IME has decided to provide additional training dates.

Important notes:

- The Daily Service Record form (470-4389) attached to this announcement is slightly revised from the one sent with IL 760. Please use this version of the form beginning December 1, 2008.
- In addition, it has been confirmed that the "consumer signature" (box 13) is not actually required. The consumer signature line will be removed from the form at a later date.
- Iowa Medicaid will mail 200 forms to all **Individual** CDAC providers before December 1, 2009. **Agency and Assisted Living** CDAC Providers are encouraged to copy the form or use the template on our website; as necessary bulk forms may be ordered from IME after November 17 as well.

The response rate from the first round of training have been so positive that the Iowa Medicaid Enterprise decided to open up five additional training cities, and 23 new sessions at locations that can accommodate additional providers. It is recommended that all CDAC providers attend a training session. Please note that if you have already attended a training session you do not need to attend another one. If you have not already attended one of the earlier training sessions, this is your last opportunity to do so.

Providers are still required to pre-register for the training session of their choice. This is important because space is limited at some of the sites. To pre-register, providers should call 725-1004 (local in Des Moines) or 1-800-338-7909:

- **Individual CDAC providers should choose option 3.**
- **Agency and Assisted Living CDAC providers should choose option 1** and ask to be transferred to Lisa at extension 51241.

To ensure there will be a space for you make sure to register by the deadline listed for the session you choose. Please bring your confirmation number and NPI billing number to the training with you.

Training Sites	Address	Date	Times	Other Information
Webster City	Iowa Central Community College 1725 Beach St, Webster City	November 14	9:30am-11am Or 12pm-1:30 pm Or 2:30pm-4pm	Science Room Three, East Door North Room
Mason City	North Iowa Area Community College , 500 College Drive, Mason City	November 17	9:30am-11am Or 12pm-1:30 pm	Muse Norris Conf Center RM 180D
Bettendorf	Scott Community college 500 Belmont Rd, Bettendorf	November 18	9:30am-11:30 am	Student Life Center, room 2300
Muscatine	Muscatine Community College 152 Colorado St, Muscatine	November 18	2:30pm-4:30 pm	Larson Hall, room 72-73 Park in the Main Parking lot.
Burlington	South Eastern Community College 1500 West Agency Rd, West Burlington	November 21	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	Room 433
Centerville	Indian Hills Community College 721 North 1st Street, Centerville	November 21	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	1516 Combined Room
Marshalltown	Iowa Valley Community College , 3702 S. Center St., Marshalltown	November 24	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	Room 612-614. Enter through door number 9
Des Moines	Ft. Des Moines Museum 75 E. Army Post Rd, Des Moines	November 25	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	Parking on Chaffee Rd.
Cedar Rapids	Kirkwood Community College 6301 Kirkwood Blvd. SW. Cedar Rapids	December 1	9:30am-11am Or 12pm-1:30pm Or 2:30pm-4pm	Suite C, Conference Center

Providers are required to pre-register for the training session of their choice. To pre-register, call IME at 1-515-725-1004. You will be asked what site and time you wish to attend along with your provider number (NPI) and phone number. If you are unable to call local, please call 1-800-338-7909. You can also email your registration to lcontre@dhs.state.ia.us.